

NOTICE OF JOB VACANCY

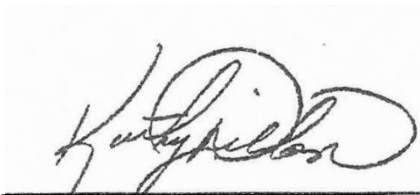
Notice is hereby given that a vacancy exists in the classified service of the City of Union City for a regular employee (full time).

POSITION GS 5.3 Planning & Code Assistant

STARTING SALARY RANGE \$13.64 - \$19.18 / Hour

If you are interested in this position, an application must be filed by February 22, 2022. Applications may be obtained from the Personnel Office at the Municipal Building located at 408 S. Depot St. or online at www.unioncitytn.gov.

The job description for the above listed position is attached.



Kathy Dillon, City Manager

IT IS THE POLICY OF THE CITY OF UNION CITY, TENNESSEE NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, SEX OR DISABILITY IN ITS HIRING AND EMPLOYMENT PRACTICES, OR IN ADMISSION TO, ACCESS TO, OR OPERATION OF ITS PROGRAMS, SERVICES AND ACTIVITIES.

GS 5.3 Planning and Code Assistant:

Definition:

Provides administrative support to the Planning and Code Enforcement Department by performing general clerical duties, and by assisting the public with inquiries relating to such topics as building permits, zoning regulations, subdivision regulations, and property maintenance codes; other related duties.

Supervision Received:

Works under the direct supervision of the Planning Code Director and the City Manager.

Duties and Responsibilities:

- Performs general clerical duties;
- Assist the public with scheduling building inspections and issuing building permits;
- Provides assistance with inquiries related to zoning regulations, subdivision regulations, property maintenance codes, Grants, Storm Water, and FEMA;
- Perform administrative support in the preparation of monthly reports detailing departmental activities in the above-mentioned areas. This must be done for compliance and accuracy;
- Prepare and send letters on various issues and follow up with billing as needed by the departmental staff. This includes all areas of departmental concern;
- Maintain department files in a neat and orderly fashion to ensure that all office personnel can access and find all necessary documents in a timely fashion;
- Assist with setup and preparation for board meetings, including seating arrangement, recording and arrangement of visual aide materials. Boards include city council, housing, zoning appeals, storm water, grants, FEMA, and planning commission;
- Ability to read and understand the city tax map, zoning map, and other maps related to the task at hand;
- Must be able to communicate with public, other department personnel, co-workers, and superiors with excellent verbal, typing, communicating, and writing skills;
- Answer phones, prepare and scan documents, schedule code enforcement inspections, prepare and send notices, enter complaints, type and print notices and letters.

Tools and Equipment:

Personal computer, copy machine, postage machine, fax machine, scanner, two-way radio, 10 key calculator and the ability to safely and legally operate a motor vehicle.

Required Knowledge, Skills, and Abilities:

- Must have the ability to make arithmetic calculations rapidly and accurately on a 10 key full calculator;
- Must possess knowledge of computers and be capable of using needed software (i.e., Microsoft Word, Excel, Power Point, and Adobe Acrobat);
- Must have the ability to maintain complete confidentiality;
- Must have graduated from an accredited high school or GED equivalent with additional courses in general office practices, typing and advanced computer skills preferred;
- Prefer college degree or vocational certificate in office management assistants;
- Must speak fluent English while the ability to speak Spanish is a plus;
- Possesses the ability to report to work on time, and perform job responsibilities in a timely fashion in order to meet scheduled deadlines;
- Must demonstrate a positive temperament and good judgement to effectively deal with the public and city employees, some of who may be irate or unreasonable;
- Possess physical and mental abilities to work independently in supervised and unsupervised situations;
- Must be able to perform a variety of tasks simultaneously, stay focused and complete each task assigned;
- Most work will be performed in an office setting but there may be some work required in the field. Must be willing to go on job sited to check storm water measures, rain gauge, or run errands mailing or receiving documents in various weather conditions;
- Must have legal authorization to work in the United States;
- Must have a valid Tennessee driver's license;
- Ability to research courthouse documents and assist in identifying property ownership;
- Have the ability to plan, coordinate, and organize educational and/or safety activities for the public and other office personnel;